

# Sales Tax Refund Notification

Date: [Insert date]

To: [Business Name]

[Business Address]

[City, State, Zip Code]

Dear [Business Owner's Name],

We are pleased to inform you that your application for a sales tax refund has been approved. After review, we have determined that you are eligible for a refund of [insert amount] based on the total sales tax collected during the period of [insert date range].

The refund will be processed within [insert processing time] and will be issued to the payment method linked to your account. If you have any questions or require further assistance, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter, and we appreciate your business.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Contact Information]